

Program regulations for the CAS International Change Management of the FHNW School of Business

The Director of the FHNW School of Business issues the FHNW School of Business Continuing Education Regulations of 30 October 2017 and the FHNW School of Business Continuing Education Regulations of October 1, 2018:

Part 1: General

§ 1 Scope

These Program Regulations provide the basis for the implementation of the executive education program Certificate of Advanced Studies (CAS) International Change Management of the FHNW School of Business and the conferral of degrees for this program.

§ 2 Further Decrees

The Director of the university issues the conditions for participation in the executive education programs of the FHNW School of Business. The Program Description is an integral part of these Program Regulations.

Part 2: Program Sequence

§ 3 Admissions

¹ The executive education program is primarily directed at individuals who have an academic degree from a recognized university and acquired relevant professional experience following completion of their studies.

² Individuals who possess equivalent skills will be accepted provided that the required admission qualifications stem from another form of verification.

³ On the basis of the competence-oriented program goals, the following requirements have been established for admission to the CAS program:

Formal Entry Qualifications:

- Tertiary A degree from a university of applied sciences or university or
- Tertiary B degree (higher vocational education and training: federal certificate or federal diploma or HF qualification) and/or
- Specialised training

Experience:

- With a tertiary qualification: professional experience in change projects
- Without a tertiary degree: at least 10 years of professional experience in a specialist area relevant to the further training; of which at least 5 years in a (specialist) management function and relevant further training totalling at least 450 learning hours.

Further requirements for admission to the CAS program include:

- The potential to achieve program goals.
- The fit between the candidate's motivation for the executive education program (e.g., their career goals) with the program goals.

⁴ The admissions process in the CAS program is as follows:

1. Interested candidates must electronically submit their documentation (e.g., cover letter, curriculum vitae, copies of diplomas and reference letters) to the program coordinator.
2. The program manager reviews the submitted documentation and invites interested candidates to a personal interview.

The program manager decides which candidates to admit and records his/her decision and the justification for it in written form.

⁵ Candidates have no legal claim to admission.

⁶ Participants of the executive education programs are recorded for statistical purposes.

§ 4

Program Structure

¹ The continuing education program comprises 15 ECTS credits. It is divided into courses and a portfolio of final theses.

² The structure of the program is governed by the Program Description. The Program Description is an integral part of these Program Regulations and consists of the targeted skills, the learning content, the number of ECTS credits, the type of performance record, and the performance assessment.

§ 5 Implementation

¹ The program manager is authorized to cancel or postpone the implementation of an executive education program if a minimum number of applications is not realized or other circumstances exist that lead the FHNW School of Business to conclude that the implementation of the program would be unreasonable.

² The program manager makes a decision and informs accepted applicants of a possible postponement or cancellation of the program at least 30 days prior to the start of the program. In the case of a cancellation, already paid fees and charges will be refunded. In the case of a postponement, accepted applicants to the program have the right to withdraw from the contract within 14 days following receipt of the notification. Withdrawal from the program is done in writing to the FHNW School of Business, and, in this case, is free of charge. More extensive compensation claims are explicitly excluded.

§ 6 Fees/Charges

The program fees will be charged as follows:
CHF 8'500.-

Part 3: Performance and Performance Assessment

§ 7 Performance

¹ The European Credit Transfer and Accumulation System (ECTS) is used for the continuing education programs. One ECTS credit point corresponds to an average workload of 25-30 hours (attendance times in courses, supervised and individual self-study, workload for performance records, project work, implementation projects, practical tasks, thesis, etc.). ECTS credits are awarded if the requirements of the program or module are met. No credit points are awarded for unsatisfactory performance.

² In accordance with the program description, participants will provide evidence of their performance in the form of an interim presentation (creation of a poster), a project report and by working on case solutions as individuals or in groups.

³ No credits from other continuing education program will be recognized.

§ 8

Final Paper

¹ The final paper is a special performance record that is generally produced at the end of the program. The thesis gives participants the opportunity to show that they are able to deal with the contents of the program in an independent, competent, understandable, academically oriented, and practical way and that they are able to present this information in a suitable manner.

² When submitting the final paper, participants must provide written assurance by means of a sworn declaration, either at the beginning or the end of the work, that they:

- wrote the text independently and only with specified sources, resources, and assistance.

and

- did not plagiarize (i.e., quotes are readily recognizable).

³ Grading of the final paper is documented and recorded by means of an evaluation grid of the FHNW School of Business including a written report by the faculty. For theses with a grade of 3 or less, a revision of the graded paper is not allowed. For theses with a grade of 3.5, a revision of the paper is possible, although the revised thesis cannot be awarded a grade higher than 4.

§ 9

Performance Assessment

¹ The performance assessment is done according to the Program Description with a two-point scale.

² The two-point scale consists of the levels “pass” and “fail.”

³ Performance records that are either not successfully completed or not started can generally be retaken/redone once in a subsequent program within two years. If a performance record is retaken/redone, the associated costs are assumed by the participant. The program manager can decide whether to grant exceptions.

⁴ If the foreseen minimum attendance obligation stated in the Program Description is not fulfilled, then the module will be declared as a “fail” or allotted a grade of 1. The module can be retaken once in a subsequent program within two years. If a module is retaken, the associated costs are assumed by the participant. The program manager can decide whether to grant exceptions or possible compensations.

⁵ Following completion of each module, participants receive an updated written summary (track record) of the completed modules as well as of the performance records produced, which includes any evaluations thereby obtained and ECTS credits earned.

Part 4: Graduation from the Program

§ 10 Certificates

¹ The program has been successfully completed when:

- All required deliverables and performance records set out in the Program Description have been performed.
- The participant has attended at least 80% of all courses.

Exceptions can be granted by the program manager on the basis of a written, well-founded request.

² Following successful completion of the program, the corresponding diploma “Certificate of Advanced Studies FHNW International Change Management” will be awarded.

³ A cumulative transcript of records (TOR) that includes which modules were passed and the performance assessments associated with them will be issued at the same time as the certificate for the CAS program:

⁴ If degrees, diplomas, or certificates are acquired in an improper way, the Director of the School can revoke them.

§ 11 Premature or Exceptional Termination of Program Participation

¹ Participation in an executive education program can be terminated prematurely via cancellation of the participant or exceptionally via disqualification.

² Disqualification takes place when successful completion of the program is no longer possible due to the failure to pass a retaken/redone performance record or to fulfill additional requirements according to the Program Regulations and Program Description (e.g., failure to achieve the minimum attendance obligation when repeating a module). It can also occur by decree of the program manager in the case of serious breaches of obligation.

³ Serious breaches of obligation notably include:

- Failure to pay the participant fees.
- Repeated violation of attendance obligations.
- Violation of copyright law, in particular engaging in plagiarism.
- Use of dishonest resources during exams.
- Violation of confidentiality and non-disclosure agreements.

⁴ If participation in an executive education program is canceled prematurely or exceptionally, a confirmation of participation, or of which modules were attended and which performance assessments were achieved, can be issued.

Part 5: Rights and Obligations

§ 12 Obligations of the FHNW School of Business

The FHNW School of Business ensures participants the following during the duration of the executive education program:

- Access to relevant information.
- Access to events and performance records according to the program.
- Access to infrastructure in accordance with the program for the purpose of program participants.
- Receipt of track records and diplomas/certificates.
- Compensation for disadvantaged individuals according to the Federal Law regarding elimination of discrimination toward people with disabilities (Disability Discrimination Act).

§ 13 Obligations of the Participants

Participants commit themselves to:

- Inform themselves regularly about how the program is run.
- Pay participation fees according to the terms of payment.
- Take part in the program as set out in the Program Description.
- Write their theses independently.
- Uphold copyright law and, in particular, refrain from plagiarism.
- Avoid using dishonest resources.
- Comply with confidentiality and non-disclosure agreements.
- Ensure accessibility.
- Inform and justify non-participation in performance records in a timely manner.
- Safeguard the interests of FHNW University.

§ 14 Measures for Violation of Obligations by the Participants

¹ If one of the above-mentioned obligations are violated, the FHNW School of Business can take one or more of the following measures depending on the nature and severity of the violation:

- The program manager can issue a written reprimand.
- The program manager can either temporarily or permanently suspend the participant from the program.

² Decisive factors for determining the type and duration of disciplinary measure include, on one hand, the quantitative or qualitative significance of the breach of obligation and, on the other hand, the culpability, motives, and conduct of the participant.

Part 6: Administration of Justice

§ 15 Decrees

¹ Program managers can issue the following decrees:

- Track records according to § 9 para. 7.
- Disqualification of a participant from the executive education program according to § 11 para. 2 if successful completion of the program is no longer possible.
- Disciplinary measures according to § 14 para. 1.

² The Director of the FHNW School of Business can issue the following decree:

Withdrawal of a diploma/certificate according to § 10 para. 4.

§ 16 Objection Procedure

¹ According to § 15 para. 1, a written, well-founded objection to a decree must be submitted to the Director within 14 days after notification of the decree.

² The objection must include a clearly defined demand and the signature of the person raising the objection or that of his/her representative.

³ Objections to decrees introduced by post must be submitted by post. Objections to electronically delivered track records can be submitted either by post or electronically.

⁴ Within the scope of objection procedures, participants of the executive education programs are guaranteed access to their files.

⁵ The person raising the objection must be granted a hearing during the objection procedure. This hearing must go on record.

⁶ The Director of the FHNW School of Business examines the objection, the statement of the executive education program manager, as well as the hearing and introduces a written appeal decision.

§ 17

Complaints Procedure

¹ A written, well-founded objection to an appeal decision or decree of the Director can be raised to the Appeals Committee within a non-extendable deadline of 30 days following initiation of the appeal decision or decree.

² Objections to appeal decisions and decrees of the Director must be submitted by post to:

Beschwerdekommision FHNW

Klosterzelgstrasse 2

5210 Windisch

³ The objection must include a clearly defined demand and the signature of the person raising the objection or that of his/her representative. A copy of the contested decree must accompany the objection.

⁴ An evaluation of the performance assessments within the framework of the complaints procedure takes into consideration abuse and capriciousness.

⁵ The complaints procedure is subject to fees. The law that governs the management of the administration of justice of the Canton of Aargau is the decisive factor in this regard.

Part 7: Transitional and Final Provisions

§ 18

¹ These regulations will enter into force on August 2024.

² For executive education programs that were implemented before these framework regulations entered into force, the prior provisions apply.

Olten, August 2024

Issued by:

Director of the FHNW School of Business



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